

Hampden-Sydney College
Emergency Management Plan
Updated: January 16, 2015

Introduction

Hampden-Sydney College has a long history of being a safe, secure, and peaceful campus. Unfortunately, emergency incidents and tragedies have taken place at colleges and universities across the nation in the recent past. Hampden-Sydney College is not immune from experiencing emergency incidents. There is always the possibility of an emergency from either natural or human-borne causes.

Ensuring the safety and well-being of students, faculty, staff, and visitors is a primary goal of College administrators and the Department of Police. Potential harm from emergency incidents can be substantially reduced or eliminated through comprehensive pre-emergency planning and mitigation actions.

Purpose

This document provides guidance for a coordinated response to an emergency or disaster incident. It is not a full-fledged emergency operations plan (EOP).

Vision

Hampden-Sydney College will achieve a balanced and measured emergency management process that will be comprehensive in approach and will continuously improve the College's ability to prevent, prepare for, respond to, recover from, and reduce or eliminate losses due to major natural and human-borne emergencies.

Emergency Management Approach

The emergency management program relies on a collaborative and team-based approach from various offices and departments across the College. The primary purpose is to provide leadership and assistance for building and sustaining a college-wide emergency management process. Our emergency management approach is to continuously prepare, implement, evaluate, and revise emergency programs, policies, and procedures. The College achieves preparedness through proactive cooperation, communication, and collaboration.

Shared Responsibility

Although this document addresses the College's plan for emergency incidents, prevention of, preparation for, and response to emergencies require the participation of those in the community too. Hampden-Sydney College is a close-knit community where faculty, staff, students, and residents are neighborly and assist each other in time of need. Our safety and security are the shared responsibility of everyone in the campus community. Ultimate safety and security occur when each member of the community exercises the responsibility to protect himself/herself and others. Federal government and Commonwealth of Virginia concepts of emergency management recognize that emergency management is relational. It is everyone's responsibility.

Dynamic Document

This emergency management plan is a dynamic document. As such, it is continuously updated as needs dictate. As the emergency management program continues to grow, new information will be added to this plan.

Definitions

Emergency

Any occurrence, or threat, whether natural or man-made, which results or may result in substantial injury or harm to the population or substantial damage to or loss of property or natural resources and may involve governmental action beyond that authorized or contemplated by existing law because governmental inaction for the period required to amend the law to meet the exigency would work immediate and irrevocable harm upon the citizens or the environment of the Commonwealth or clearly defined portion or portions thereof. (*Source: "Introduction to College/University Emergency Operations Plan Template," Virginia Department of Emergency Management, October 2011*)

Emergency Incident

An event that demands a crisis response beyond the scope of any single line agency or service and that presents a threat to a community or larger area. An emergency is usually an event that can be controlled within the scope of local capabilities; a major emergency or disaster usually requires resources beyond what is available locally. (*Source: "Introduction to College/University Emergency Operations Plan Template," Virginia Department of Emergency Management, October 2011*)

Emergency Response

Hampden-Sydney College (H-SC) police officers are trained to respond to emergency incidents on campus by using the principles and procedures of the National Incident Management System (NIMS). NIMS is a standardized, on-scene, all-hazards incident management approach that allows for a coordinated and integrated response to an emergency incident.

When a serious incident occurs that causes an immediate threat to the campus, first responders to the scene are normally the H-SC Police Department, local fire departments, and local Emergency Medical Services (EMS). They respond, assess the situation, and work together to manage the incident. Depending on the nature of the incident, other H-SC personnel and other local, state, and federal agencies might be involved in responding to the incident.

If the emergency incident warrants additional resources and/or requires decisions to be made for the welfare of the campus community, the H-SC Incident Management Team (IMT) will be contacted and will meet.

Incident Management Team (IMT)

The Incident Management Team (IMT) is comprised of key College administrators who are responsible for preparing for, responding to, and managing campus emergency incidents. The purpose of the IMT is to provide a coordinated approach to preparing for, responding to, and managing an emergency incident at Hampden-Sydney College. Any member of the IMT should contact any other member at any time regarding emergency incidents. Additionally, any member should take the initiative to convene a meeting

of the IMT whenever it is necessary to do so before, during, or after an emergency incident. The IMT makes appropriate decisions and executes those decisions to ensure the safety and security of students, faculty, and staff.

During an emergency incident, the public safety official at the incident scene who is serving as the incident commander will initiate communication with the IMT. This communication is to ensure support and resources are available for scene management and that accurate information is provided to College officials for prompt decision making and to the community for protective actions.

When time and circumstances permit, the IMT makes recommendations to the President of the College. If the President is inaccessible, then the IMT makes recommendations to the Provost and Dean of the Faculty. The IMT executes the President's (or Provost's) decisions and directives to ensure the safety and security of students, faculty, and staff.

IMT members are as follows:

Vice President for Strategy, Administration, and Board Affairs
Chief of Police and Director of Security and Police
Dean of Students (Dr. David A. Klein)
Director of the Library and College Computing
Director of Communications
Director of Human Resources

The IMT is supported and supplemented by the following College administrators when necessary:

Provost and Dean of the Faculty
Vice President for Business Affairs and Finance
Director of Student Health Services at Wellness Center
Director of Physical Plant

Emergency Notification System (ENS)

Hampden-Sydney College relies on an approach which integrates emergency management, police, information technology, and communications principles and practices to notify the campus community of emergencies.

In the event of a campus-wide emergency, the College uses its comprehensive communication system known as the "Emergency Notification System (ENS)" to notify the campus community. The system is only used for emergency communications.

In the event of an emergency, the ENS will send critical information, news, and instructions as follows:

1. A message will be sent to all student, faculty, and staff H-SC email addresses.
2. A text message will be sent to all H-SC student, faculty, and staff cell phones that have been registered (“opted in”) with the ENS.
3. A message will be posted to the home page of the H-SC web site.
4. A message will be posted on the electronic bulletin boards in Bagby Hall, Bortz Library, the Buildings and Grounds building, Graham Hall, Morton Hall, and Settle Hall.

Additionally, critical information, news, and instructions may be communicated through the following means, if deemed appropriate:

5. A message will be recorded on the employee emergency/weather notification phone line, which is accessible for faculty, staff, and students by calling 434-223-7003 to hear the message.
6. A message will be broadcast from the carillon speakers on the roofs of Carpenter X Residence Hall and Venable Hall.
7. Campus police will drive throughout the campus using loudspeakers to broadcast a message.
8. Student Resident Advisors will be contacted and they will help spread a message to their residents.

Please note: The College will treat student, faculty, and staff cell phone numbers as confidential information and will not share, make available, sell, or trade your data with any other entity.

Additional Safety and Security Measures

Depending on the nature of the emergency, the following steps may be implemented if deemed appropriate:

1. The Campus Security and Police Department will contact other law enforcement agencies such as the Farmville Police Department, Prince Edward County Sheriff's Department, Longwood University Police Department, and Virginia Department of State Police. The College has functional Mutual Aid Agreements with each of these agencies.
2. The Police Department will control campus entrances and block entries or exits, if circumstances warrant and sufficient resources exist.

Please note: Hampden-Sydney College has open access and is geographically integrated in the surrounding community. Under any circumstances, it will be difficult—and perhaps impossible—to completely control access to and from the College by on-campus or off-campus persons.

Appendix A
Agency Contact Information

In the event of an emergency, call 911 for an immediate response

Law Enforcement

Hampden-Sydney College Police Department.....	434-223-6164
Prince Edward County Sheriff's Department	434-392-8101
Farmville Police Department	434-392-3332
Virginia State Police	800-552-0962
Longwood University Police Department	434-395-2091
National Response Center & Terrorist Hotline	800-424-8802
FBI in Richmond, VA.....	804-261-1044

Fire

Hampden-Sydney Volunteer Fire Department.....	434-223-2392
Prince Edward County Fire Department.....	434-392-6543
Prospect Volunteer Fire Department.....	434-574-9911

Emergency Health Services

Centra Southside Community Hospital (CSCH)	434-392-8811
Centra Southside Community Hospital Emergency Dept.	434-315-2530
Blue Ridge Poison Center	800-222-1222
Crossroads Community Services.....	434-392-3938 or 800-548-1688

Emergency Health Transportation

Prince Edward County Volunteer Rescue Squad	434-392-6973
Davis Ambulance Enterprises Inc. (ambulance).....	434-392-4199
Paladin Medical Transport Inc. (ambulance)	434-315-5620
Air transportation service (helicopter).	Arranged by CSCH Emergency Room